



County of Calhoun
Job Description

Job Title: Museum Public Relation and Event Coordinator

Department: 2900 - Historical Commission

Reports To: Museum Director

FLSA Status: Non-Exempt

Prepared Date: 07/19/2016

Approved By: Human Resources

Approved Date: 07/19/2016

Summary

Coordinates technical projects, public relations and events for institution and other services to the public by performing the following duties.

Essential Duties and Responsibilities

The duties outlined below represent the majority of responsibilities required to execute this position. Other duties may be assigned related to this type of work as necessary.

- Executes the installation of objects and interpretive materials for museum.
- Conducts museum tours for adults, children, and groups.
- Coordinates with director and prepares public relations material (press releases, news articles, etc.)
- Designs and installs marketing and informational materials for a variety of events and notifications throughout the museum, public bulletin boards, Facebook, and the website.
- Corresponds with public through email, Facebook and the website, distributes correspondents when necessary.
- Coordinates with the public, keeps records, and take payments for those attending events.
- Attends and facilitates events during and after hours, including set up, clean up and assisting when needed.
- Develops the newsletter including the selection of articles and photographs. Run copies, fold, and mail approximately 750 copies annually.
- Develops the Friends Membership Form and coordinates the annual Friends Membership Drive.
- Keeps an accurate updated list of Friends Members, Addresses, Businesses, County Council, Board, etc., to be used as address labels and include additional contact information as needed.
- Acts as the recording secretary of Historical Commission Board meetings by taking and typing minutes, and handle correspondence with board members.
- Coordinate Midlands Gives Campaign through the Central Carolina Community Foundation. Attend required meeting and promote giving day through emails, direct mail, and Facebook.
- Apply for grants as needed.
- Work with all staff in the development and implementation of museum programs and events.

- Assist in setting up and taking down of art shows and displays as needed.
- Performs all work in accordance with all applicable policies, procedures, regulations and standards of safety and quality; ensures the timely completion of all assignments.
- Assist the museum director as needed with any other duties as assigned.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.
- Design - Generates creative solutions; Translates concepts and information into images; Uses feedback to modify designs; Applies design principles; Demonstrates attention to detail.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

- Attendance/Punctuality - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Ideal employee should be able to work at a fast pace and be self-motivated.

Education and Experience

Bachelor's degree in related field; or three to five years of related experience and/or training; or equivalent combination of education and experience. Knowledge and study of South Carolina History. Background in Museum Studies, Archives or Library Science.

Language Skills

Candidate must have a strong command of the English Language. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

Proficient in Microsoft Office, Internet applications, Quark, social media and email software

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

Other Qualifications

Possession of an appropriate driver's license valid in the State of South Carolina.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

This job description does not constitute an employment agreement between the County and the employee and is subject to change by the County as its needs and requirements of the job change.

Calhoun County is an equal opportunity employer.